

(Attach resume and UHD Grade History before submitting to professor in your academic department—see listing)

Part 1 (Student):

Last Name: _____ First _____ Student ID Number: _____

Address: _____ City, State, Zip: _____

Cell phone: _____

Major: _____ Hours Completed: _____ Overall GPA: _____ Graduation Date: _____

Email: _____

*****(all contact is via email--disable junk or bulk function for email from UHD) *****

Semester: Fall _____ Spring _____ Summer _____

F-1 students must receive approval from the Coordinator of International Admissions, Suite 350 South (713) 221-8048.

Student Signature: _____ Date: _____

Part 2 (Employer):

JOB DESCRIPTION

During the _____ semester of 20____, _____ will be participating in a cooperative program between you and the University of Houston-Downtown. As the employee's direct supervisor, please provide a brief description of student duties or attach a copy of the job description:

 Student's Position Title Department

Summary of Responsibilities:

Please check all that apply to this Field Experience:

Internship/Co-op _____ Volunteer _____ Permanent _____ Full-time _____ Part-time _____ Temporary _____

Unpaid _____ Paid _____ Rate of Pay _____

 Name of Student's Supervisor Email Address Company/Organization

 Title Telephone Address

 Employer Signature Fax City, State, Zip

Part 3 (Academic Department Approval): Approved: _____ Denied: _____

Signature: _____ Date: _____

Print Name and Title: _____



Requirements:

- Good academic standing as a Junior, Senior or Graduate student.
- A declared major at the University of Houston-Downtown
- Meet minimal departmental standards for **GPA, Course Completion, etc.**
- **VALID EMAIL set to RECEIVE FROM UHD without junking or bulking.**

Steps for Applying:

1. **Create a profile in www.uhd.edu/jobs4gators. Valid email address and student id number are mandatory.**
2. **Complete Field Experience Application (*attached*).**
 - Fill out Part 1 of the application.
 - Have your employment supervisor fill out and sign Part 2.
 - Attach a copy of your resume and most recent UHD Grade History to the application.
 - Submit application to the Field Experience Coordinator listed for your major below.

Need assistance in finding a Field Experience position?

- Contact the Field Experience Coordinator in your academic department (*listing below*) for assistance in searching for a Field Experience position.
- Visit Jobs4Gators at <http://uhd.edu/jobs4gators> for listed positions or contact the UHD Main Career Center for assistance.
 - Business majors visit GatorHIRED! at <https://www.uhd.edu/academics/business/centers-institutes/career-center/> or contact the Davies College of Business Career Center.
- Make your own contacts and network with employers.
- Employers may request resumes from the Main Career Development Center online job board, *Jobs4Gators* or the Davies College of Business *GatorHired!* systems. If you do not want us to release your resume, you must notify the Main Career Center or the Davies College of Business Career Center.

Field Experience Coordinators by Major

Davies College of Business

Accounting	Prof. Marvin Williams	williamsm@uhd.edu
Finance	Dr. Utpal Bose	boseu@uhd.edu
General Business	Prof. Jonathan Davis	davisg@uhd.edu
Insurance and Risk Management		TBA
International Business	Prof. Marvin Williams	williamsm@uhd.edu
Management	Dr. Lucille Pointer	pointerl@uhd.edu
Management Information Systems	Dr. Utpal Bose	boseu@uhd.edu
Marketing	Prof. Jonathan Davis	davisg@uhd.edu
Supply Chain Management	Prof. Jonathan Davis	davisg@uhd.edu

University College

Applied Administration	Dr. Karen C. Kaser	kaserk@uhd.edu
Interdisciplinary Studies	Dr. Melissa Hovsepian	hovsepianm@uhd.edu

College of Humanities and Social Sciences

Communication	Dr. Creshema Murray	murraycr@uhd.edu
English	Dr. Chuck Jackson	jacksonchar@uhd.edu
Fine Arts	Dr. Azar Rejaie	rejaiea@uhd.edu
Humanities	Dr. Kirk Hagen	hagenk@uhd.edu
Social Science	Dr. David Branham	branhamd@uhd.edu
Spanish	Dr. William Nowak	nowakw@uhd.edu
Political Science	Dr. David Branham	branhamd@uhd.edu
Sociology	Dr. David Branham	branhamd@uhd.edu
Psychology	Dr. Susan Henney	henneys@uhd.edu
Technical Communication (BS)	Dr. Jillian Hill	hillj@uhd.edu
Technical Communication (MS)	Dr. Godwin Agboka	agbokag@uhd.edu

College of Public Service

Criminal Justice	Prof. Beth Gilmore	gilmoree@uhd.edu
Social Work	Dr. Dana Smith	smithda@uhd.edu

College of Science and Technology

Biology & Physical Sciences	Dr. Phil Lyons	lyonsp@uhd.edu
Biology & Physical Sciences w/ Teacher Certification.	Dr. Jon Aoki	aokij@uhd.edu
Biology	Dr. M. Gabriela Bowden	bowdenm@uhd.edu
Biotechnology	Dr. Phil Lyons	lyonsp@uhd.edu
Chemistry	Dr. Maria Benavides	benavidesmar@uhd.edu
Computer Science	Dr. Hong Lin	linh@uhd.edu
Control & Instrumentation	Dr. Weining Feng	fengw@uhd.edu
Mathematics	Dr. Ryan Pepper	pepperr@uhd.edu
Math Education	Dr. Rebecca Quander	quanderr@uhd.edu
Geosciences	Dr. Kenneth Johnson	johnsonk@uhd.edu
Safety Management	Prof. Edward Sheinberg	sheinberge@uhd.edu
Statistics	Dr. Kendra Mhoon	mhoonk@uhd.edu
Structural Analysis & Design	TBA	TBA

For coaching on resume/cover letter/interviewing for internships – please call 713-221-8980, stop by the Career Center S-402, visit www.uhd.edu/career, or log into Jobs4Gators

Business Majors – please call 713-221-5011, stop by the Davies COB Career Center B-104, or log into GatorHIRED!



FOR F-1 INTERNATIONAL STUDENTS ONLY

Curricular Practical Training (CPT) Frequently Asked Questions

1. What is Curricular Practical Training?

Curricular Practical Training is work authorization for employment that is either required by your curriculum, required for a credit-bearing course or required for your degree. The advisors at the Office of International Admissions authorize it.

2. What are the eligibility criteria for Curricular Practical Training?

In addition to getting credit in a course for the work, you have to have been enrolled in your program for a full academic year and have maintained valid immigration status before you can apply for CPT. Graduate students whose degree curriculum requires immediate participation in an off-campus work experience may be able to work before the academic year is completed **IF this requirement is CLEARLY stated in the published program description.**

3. Do I have to be registered while on Curricular Practical Training?

You do not have to be registered while on CPT; however, if you are registered as a full-time student (both grad or undergrad) or registered in absentia (grad only) you can only work part-time **INCLUDING** any time you already are working as a TA or RA. Part-time work is 19.5 hours or less per week.

4. Does Curricular Practical Training impact on the amount of allowed Optional Practical Training?

If a student qualifies for Curricular Practical Training, s/he may use up to eleven months of full-time Curricular Practical Training without it affecting Optional Practical Training. However, if a student uses a total of 12 months or more of full-time Curricular Practical Training, it cancels out all Optional Practical Training time. Part-time CPT does not count towards this limit.

5. What is considered part-time training?

Employment for 19.5 hours or less per week, while you are enrolled for classes, is considered part-time curricular practical training. The employment authorization written on the back of your I-20 copy will specify permission to engage in part-time training and you must limit your work to no more than 19.5 hours per week. You must be simultaneously enrolled as a full-time student in order to maintain lawful F-1 status.

6. What is considered full-time training?

Employment for more than 20 hours or more per week is considered full-time curricular practical training, regardless of whether you are enrolled full-time or part-time for classes. The employment authorization on your I-20 copy will specify permission to participate in full-time training. There is no limitation upon the length of time, you may participate in full-time curricular practical training, however, if you participate in twelve months or more of curricular practical training you will not be eligible for post-completion practical training.

7. Do I have to pay U.S. taxes on my salary?

In general F-1 students who have been in the U.S. for **five years or less** are exempt from social security taxes (also known as F.I.C.A. tax). You should be sure to bring this to the attention of your employer because many employers are not familiar with this provision of the tax laws. Students in F-1 status are subject to all other taxes that may apply, including federal, state and local. Seek assistance from a CPA if you have any questions regarding taxes.

8. What proof of employment authorization can I give my employer?

Your I-20 form authorized for curricular practical training is the document which indicated employment authorization. You should bring your I-20 form, passport, and I-94 card to your employer. These documents will allow your employer to complete the Employment Eligibility Verification Form I-9. All employers are required to complete an I-9 form for every employee.